

**BURLINGTON DEPARTMENT OF PUBLIC WORKS COMMISSION**  
**MINUTES, April 16, 2014**  
**645 Pine Street**  
**(DVD of meeting on file at DPW)**

**COMMISSIONERS PRESENT:** Tiki Archambeau, Asa Hopkins, Nathan Lavery (Chair), Solveig Overby, and Jeffrey Padgett.

**COMMISSIONERS ABSENT:** Bob Alberry and Mark Porter (Vice Chair)

Commissioner Lavery called the meeting to order at 6:32 p.m.

**ITEM 1 – AGENDA**

**Commissioner Hopkins** moved to remove the decision for Item 4:30 (North Avenue/Packard Lofts)

**ITEM 2 – PUBLIC FORUM** – No one came forward.

**ITEM 3 – CONSENT AGENDA** (Refer to Commission Packet)

3.10 Mill Street Resident Parking

- “Staff recommends that the Commission deny the petitioners request for a resident only parking restriction on Mill St.”

3.20 Henry Street Parking Request

- “Staff recommends the Commission adopt:
  - Three 15 minute parking spaces, Monday through Friday, 7:00 am to 6:00 pm labeled 15D;
  - One 15 minute parking space, Monday through Friday, 12:00 pm to 6:00 pm labeled 15P;
  - One 35 foot Truck Loading Zone, Monday through Friday, 7:00 am to 12:00 pm Labeled V.”

3.30 Bright Street Parking Request

- “Staff recommends that the Commission adopt a parking restriction on the east side of Bright Street between the driveways of 24 and 26 Bright Street.”

3.40 Colchester Avenue at University Place Parking Request

- “Staff recommends the Commission deny the request to install a crosswalk across Colchester Avenue at University Place.”

3.50 Flynn Avenue Sidewalk

- Per packet, last paragraph: “We are currently in the process of negotiating agreements with some affected residents where we will need temporary access during construction. Once these agreements are settled, we will be able to complete the next plan submittal. Public Works will circulate the updated set of plans for public review and comment before finalizing them. We expect the public comment period to occur in the next 1-2 months. Since the current design is consistent with the Commission’s preferred alternative, selected in 2010, no additional authorization is needed prior to construction. The department hopes to construct the sidewalk this fall.”

**Commissioner Archambeau** asked for clarification about the issue of cars parking on Mill St.

Joel Fleming, Engineering Tech. understands the issue as cars coming in the morning, parking for the work day and leaving in the afternoon.

**Commissioner Hopkins** moved to accept staff recommendations; Commissioner Archambeau seconded. Unanimous.

#### **ITEM 4 – 237 NORTH AVENUE/PACKARD LOFTS**

(Communication, Joel Fleming, Engineering Tech.)

(Refer to Commission packet for “North Avenue at Berry Street loading zone)

“Staff recommendation to the Commission is to:

- Approve the construction of a turn-out described in the attached drawing; and
- Establish two 30 minute parking spaces within the turnout described on the west side of North Avenue in the first two spaces north of Berry Street.”

Joel Fleming, Engineering Tech. gave an overview of the proposal. Staff is looking for Commission input tonight and will return to the Commission for action at an upcoming meeting after soliciting neighborhood input on the proposal.

Commissioner Overby was concerned about plowing this type of space because it is right up against the sidewalk.

Commissioner Padgett questioned who the spaces were requested by, Development Review Board or Developer?

Director Spencer stated that the developer’s plans as part of their 2005 DRB application included on-street parking and a loading zone on North Avenue that would have discontinued the bike lanes and DPW did not raise it as an issue at that time. Responsibility lays on both parties – City requesting that the project be redesigned to be in accordance to new policy and developer agreed to provide a loading zone on North Ave. Project is proposed to be paid for by Developer and City as described in Director Spencer’s memo.

Commissioner Archambeau & Commissioner Overby are not convinced that we are compelled to do this.

Commissioner Hopkins asked the difference on deliveries and loading zone. Can they be the same?

Norm Baldwin, City Engineer stated that before we move ahead we will revisit all pieces of this process.

Jason Van Driesche, Local Motion, commented that biking is very important and future plans to be able have a bike lane both ways would not work with a bump out. He encourages this plan or one similar to it to be adopted.

This item will be revisited next month after seeking neighborhood feedback.

#### **ITEM 5 – FY15 PARKING RATES DISCUSSION**

(Communication, Pat Buteau, Assistant Director) (Refer to Commission packet)

Pat Buteau, Assistant Director, DPW estimates the FY’15 Traffic Fund budget will have a \$300,000 operating deficit if no changes to our operations or rates are made. Looking forward, the Traffic Fund will have to address the following needs:

- Deliver a balanced operating budget
- Prepare to fund significant upcoming capital investments in the aging garages
- Invest in new payment technologies to enhance the customer experience
- Build a reserve fund to enable the Traffic Fund to meet future unplanned or emergency needs

There have been no rate increases since 2009. Our traffic fund is nearly depleted and we have delayed significant capital repairs that need to be made. After getting input here and in other forums, a proposed package of operational changes and/or rate increases will be brought to the Commission in May or June.

Commissioner Padgett asked if we believe the market will bear these changes.

Pat Buteau, Assistant Director stated that private garage rates are higher than our rates. There will be an increase in revenue with cell phone and credit card capability.

Commissioner Overby supports the meter rate changes – feels it is a positive thing.

Commissioner Lavery wants to stress the advantage of the system with the new rates.

## **ITEM 6 – SIDEWALK CAPITAL FUNDING DISCUSSION**

(Communication/Presentation, Nicole Losch, Environmental Planner & Norm Baldwin, City Engineer)  
(Refer to Commission packet & DVD)

Norm Baldwin, City Engineer, explained that the Department is working to develop a sustainable approach to expanding and maintaining our sidewalk and curb infrastructure. We estimate the life cycle of our sidewalk at 35 years and our curb at 75 years. We need to maintain what we already have and need to think about how to connect everything together. We currently have 127.3 miles of sidewalk. We spend about \$600,000 a year on improvements and currently are on a 127 year life cycle. Typical deficiencies for sidewalks include spalling, drainage issues, vertical displacement and cracking. A full build-out of curbing would result in approximately 700,500 feet of curbing. DPW is looking at funding options.

Commissioner Overby asked about ponding issues and factors we need to look at.

Norm Baldwin, City Engineer, explained that drainage, grading and greenbelt shaving is needed to prevent this. Encourages citizens to use our RFS (request for service) to make us aware of issues that need to be looked at but understand that we don't have adequate funding.

Nicole Losch, Environmental Planner, stated that 10 % of our sidewalk budget currently goes toward curb and greenbelt restoration.

Commissioner Hopkins & Padgett asked if it made sense to have curb work done with paving work?

Commissioner Lavery wants DPW to do more creative thinking to find funding. What are all the options that we can think of?

Jason Van Driesche, Local Motion, said that 20% of travel to work is on foot and increased investments would likely encourage more pedestrian trips/. Sidewalks are a community wide asset.

## **ITEM 7 – MINUTES, MARCH 19, 2014**

**Commissioner Archambeau** moved to accept the minutes, Commissioner Hopkins seconded. All in favor.

## **ITEM 8 – DIRECTOR’S REPORT** (Chapin Spencer, Director) (Refer to Commission packet)

Thank you to Erin Demers for seven years of service to DPW.

Parklet pilot – Staff will continue to get information. Found out that people would like to give it more time.

May 16<sup>th</sup> – Lunch for DPW, Parks & Code Enforcement for a very challenging winter. Commissioners are welcome to attend.

Thank you staff for being responsive to Leddy Park Rd and Appletree Point Rd paving.

## **ITEM 9 – COMMISSIONER COMMUNICATIONS**

Commissioner Archambeau – 1. October 2013- commission meeting regarding Manhattan Dr & Oak St. Stop sign - item being voted down, would like to see a different alternative for security and peace of mind for intersection. 2. Would like to amend October minutes as he was not present for meeting and item states he approved.

Commissioner Overby – Would like more information on sidewalk science.

Commissioner Lavery – Thanks to snow removal staff – things went as good as can be expected. Clean sweep will be happening April 30- May 9.

## **ITEM 10 – NEXT MEETING DATE & ADJOURNMENT**

The next DPW Commission meeting is scheduled for Wednesday, May 21, 2014 at 6:30pm.

**Commissioner Archambeau moved** to adjourn at 8:24p.m.; Commissioner Padgett seconded. Unanimous.

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